

DILKUSH WELFARE SOCIETY

Registration No. F-13149 (Mumbai) dt. 10.05.1999

"The Society that cares for the intellectually handicapped"

Admin Office: B/404, Priti Apts., Yari Road, Versova, Mumbai - 400 061. Phone: 98202 71003 / 2636 2966 / 98202 37823 • E-mail: neenarane@gmail.com

Job Description: Project Manager

About Sanjan Home

Dilkush Welfare Society was started in 1999 as a nonprofit organization with a vision to enable children with intellectual disabilities to become socially integrated and functionally independent adults. Sanjan Residential Home was established by the Trust to take care of the special children in a residential site - a destination for these adults who have outlived their parents/Guardians.

Role Overview:

The Project Manager will be responsible for managing the Trust administration as well help in fund raising for Sanjan Home. She/he will also be in-charge of ensuring all statutory filing for the Trust is done on time.

Key Information:

- Location: Sanjan Home, Mazda Phase - II, Varoli Khadi, Tembh Village, Sanjan, Dist. Valsad, Gujarat - 396150.
- Reporting to: Managing Trustee who is also located at the site.
- Salary: Rs. 25,000 and above (based on experience and qualifications)
- Travel: moderate amount of travel within Vapi and Mumbai. (It would include one day travel to Mumbai once a month based on requirement)

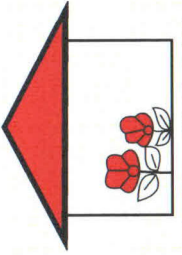
Key Function :

Primary responsibilities

- a. Ensure all statutory filing with the Mumbai Charity Commissioner are completed on time
- b. Donation Receipts to be issued to all donors
- c. Ensure all accounting vouchers are sent to the accountant for posting
- d. Preparation of quarterly Meeting Notice and Agenda and Minutes of Trust Meetings
- e. FCRA Application and submission of FCRA reports
- f. Preparation of Quarterly Newsletter/ Annual Report
- g. Quarterly Website Update
- h. Salary payment uploads.
- i. Sending Donation Proposals to potential donors
- j. Supporting the Trustee located at site with routine activities, if any

Key Qualifications & Experience:

- Bachelors/Masters in Social Entrepreneurship, MSW, MBA, MA, Media with at least 2 years of experience in development sector or would like to move from corporate to not for profit.
- At least 2 -3 years of experience in Trust administration



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Key Competencies:

- Good verbal and written communication skills
- Proactive and able to take initiative
- Comfortable working in the ambiguity to build systems and process
- Able to work with minimal support
- Fluent in English and Marathi.
- Good interpersonal skills
- Strong project management and execution skills
- Able to persevere in the face of challenges
- Passion towards the cause of children with disabilities
- Keen interest in collaborating, innovating and creating sector level impact

You may send your CV to sundar.iver@suryodayaschool.org and cornelapn@yahoo.co.in

Cornel
Managing Trustee